

CONFIDENTIAL
SECURITY INFORMATION

TO : Deputy Chief, FBID

FROM : Administrative Officer, FBID

SUBJECT: Notes for Letter of Instruction

6 January 1953

1. Bureaus are again cautioned against sending teletype messages of an unofficial nature (e.g. stork arrivals). Unless such information has an operational implication (e.g. amendment of a Travel Order) it cannot be considered wire material.

2. Some Bureaus continue to request air shipment of supplies with special reference to forms. In the future such requests will be reviewed unsympathetically. Air shipments, whether by air mail or air pouch, are an unnecessary expense and except for real emergencies, which cannot be anticipated, should not be requested. This applies to all categories of administrative and operational supplies and equipment.

3. As an enclosure to this Letter of Instruction there is included for overseas Bureaus a sample blank Purchase Order which, it is believed, will be of considerable advantage to the Bureaus. If this form is desired at any Bureau, the Administrative Office should be notified in the very near future of the estimated number required for the last three quarters of the current calendar year. (These forms are not stocked and must be made up.)

4. Any employee receiving an advance of Government funds is responsible for prompt and complete accounting upon fulfillment of the purpose for which such funds were advanced. Liquidation of advances are required at the earliest practicable date consistent with the purposes for which they are approved (e.g. immediately upon the completion of travel). Delinquencies in this matter will result in disciplinary action.

5. Travel vouchers are being forwarded by some Bureaus without the signature of the Bureau Chief in the "Approval Recommended" line. Bureau Chiefs are properly responsible for signing as recommending approval for all travel vouchers submitted to the department, except their own.

6. Agency policy now provides that classified employees now assigned or to be assigned to emergency areas and who for that reason cannot take household effects with them, may request reimbursement for stateside storage subsequent to 31 August 1952 by submitting to the Administrative Office Standard Form 1034 supported by receipts for payment. However,

a. A limit of 3000 lbs. gross weight (exclusive of

CONFIDENTIAL

CONFIDENTIAL
SECURITY INFORMATION

automobile and personal effects) may be shipped at Government expense to such an emergency area, and,

b. The weight reimbursable may not exceed the authorized gross weight less the weight shipped to the area.

The Tokyo, Hokkaido, Okinawa, Saigon, German, Austrian and Mediterranean Bureaus are considered to be in emergency areas.

7. Professional taxes which Mediterranean Bureau employees have been required to pay to the municipality of Narevas are now considered to be an operational expense. Classified employees (and foreign national employees who are in the area by reason of their employment with FBIS) may submit claims for reimbursement of this fee on Standard Form 1034 supported by receipts for payment. Retroactive claims will be honored.

50X1

Encls: 8 sets of F.O. form 36 -1a

JDP/peg

CONFIDENTIAL